



West Virginia Real Estate Appraiser Licensing and Certification Board

Mailing Address
PO Box 40267
Charleston, WV 25364

Phone: 304-558-3919
Fax: 304-558-3983
E-Mail: wvappbd@mail.wvnet.edu
Website: www.appraiserboard.wv.gov

TEMPORARY PERMIT APPLICATION FOR NON-RESIDENT APPRAISER—INSTRUCTIONS

The State of West Virginia will recognize on a temporary basis the certificate or license of a real estate appraiser in good standing issued by another state if the appraiser's business is of a temporary nature, the appraiser registers with this office before beginning the assignment, and pays the required permit fee. The temporary permit is for a single assignment for a single client. THIS PERMIT MUST BE AVAILABLE DURING THE APPRAISAL INSPECTION, so please allow adequate time to receive the permit before beginning the assignment. The Board has five (5) days to process applications.

1. Application must be legible. Please type or print clearly in ink.
2. Attach a copy of your current appraiser license.
3. Attach a copy of your engagement letter or evidence that your business in West Virginia is temporary. Engagement letter must include applicant's name, or the application must include a letter or email communicating the assignment has been given to the applicant.
4. Each section must be completed and all documentation attached. Incomplete applications will be returned.
5. Mail Temporary Permit Fee in the amount of \$250 in the form of check or money order made payable to the WV Appraiser Board and the completed application to: WVAB, PO Box 40267, Charleston, WV 25364.
6. Do not overnight applications to the Board office. All applications must be mailed to the PO address. The Temporary Permit will be returned to you via regular U.S. Mail unless you include alternative pre-paid postage materials. Therefore, allow adequate time to receive the permit before beginning the assignment.

NOTE:

Licenses are required for review appraisals when the review includes ascertaining whether the value opinion is reasonable and supported by the appraisal and *could* include a different opinion of value. However, when the review is administrative in nature, does not analyze the opinion of value but is a check for completeness, inclusion of client requirements and regulatory compliance, the appraiser would not be required to be licensed.

Non-Resident Appraisers will be granted only two (2) Temporary Permits are per calendar year. No exceptions to this policy.



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TEMPORARY PERMIT APPLICATION FOR NON-RESIDENT APPRAISER

Temporary Permit No.: _____

Date Issued: _____ Valid Through: _____

Approved By: _____

Sandra S. Kerns, Executive Director

Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ Social Security No.: _____

Residence Street: _____

City: _____ State: _____ ZIP: _____

Residence Phone: _____ Cell Phone: _____

Business Name: _____

Business Street: _____

City: _____ State: _____ ZIP: _____

Email: _____

Business Phone: _____ FAX: _____

Resident State: _____ Resident State Appraiser License No: _____

Current License Classification:

☐ State Licensed Appraiser ☐ State Certified Residential Appraiser ☐ State Certified General Appraiser

Estimated Dates to be in WV From: _____ To: _____

OFFICE USE ONLY

Current License ☐

ASC ☐

Consent to Service ☐

Engagement Letter ☐

Affidavit ☐

Check No: _____

Deposit No: _____

Date Rec.: _____



TEMPORARY PERMIT APPLICATION FOR NON-RESIDENT APPRAISER— PAGE 2

1. List all states in which you currently hold a license or certification in real estate appraising, along with your license numbers:

2. In what state were you **initially** licensed? _____
3. Have you ever entered a plea of nolo contendere, been found or convicted of a violation of any local, state or federal law (either felony or misdemeanor), excluding minor traffic violations (DUIs are not considered minor violations.)
☐ Yes ☐ No (If "yes," attach explanation that includes date, case number and court copy of final court disposition.)
4. Have you or any partnership or corporation in which you were a legal or financial participant ever been disciplined, sanctioned or fined and/or had a license, certificate or registration suspended, revoked, surrendered or resigned by a board or agency issuing the license, certificate or registration?
☐ Yes ☐ No (If "yes," attach explanation, including date and case number.)
5. Have you ever had an application for a real estate appraiser license or certification or an application for a non-resident temporary practice permit denied?
☐ Yes ☐ No (If "yes," attach explanation, including date and case number.)

THE APPRAISAL ASSIGNMENT

Name of Client: _____

Address of Client: _____

City: _____ State: _____ ZIP: _____

Contact Person: _____ Telephone No. : _____

Specific property address(es) to be appraised. You must include street address, city, county and state: _____

Type of property being appraised (i.e., residential, industrial, commercial, farmland, timber, etc.): _____

Estimate of time to complete the assignment: _____

OATH & AFFIDAVIT

I HEREBY:

1. Acknowledge that I have read and understand the questions in this application and have answered them truthfully and completely.
2. Agree to comply with the standards set forth in the West Virginia code and Rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me.
3. Acknowledge that my failure to make a full and accurate disclosure of any information requested may result in the denial and/or revocation of my application for a temporary permit.
4. Agree to provide additional information or documentation that may be necessary to verify information disclosed in this application.
5. Authorize any agency of federal, state or local government, consumer reporting agency, present or former employer, or any other individual, partnership, corporation or association, in this or any state, or its representatives, to furnish any information bearing upon my background for honesty, trustworthiness, integrity and competence to transact business as a real estate appraiser in such manner as to safeguard the interests of the public. Such information may include, but is not limited to, records of any convictions for misdemeanors and/or felonies, the circumstances involved in any such convictions, and the suspension, revocation or surrender of my license authorizing me to engage in any profession or occupation.
6. Acknowledge that I understand that the temporary practice permit is not valid for any individual other than me.
7. Agree to develop and issue the appraisal report in conformance with the edition of the Uniform Standards of Professional Appraisal Practice (USPAP) in effect at the time the appraisal report is issued.
8. Acknowledge that my license/certification is in good standing in all states in which I am licensed/certified and that the foregoing statements are true and correct to the best of my knowledge and belief and that I have not suppressed or excluded any information that may have a bearing on this application.
9. Understand that I am not allowed to practice real estate appraisal activity in West Virginia until my application is approved and I have the Temporary Practice Permit in my possession.

State of _____

County of _____

I, _____ affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name of Applicant _____

Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, _____.

My commission expires _____

Notary Public _____

SEAL

NON-RESIDENT IRREVOCABLE CONSENT TO SERVICE

I, _____, the undersigned, being an applicant for a real estate appraiser license/certification with the State of West Virginia, hereby give my irrevocable consent that service of process in any action or proceeding arising out of my activities as a West Virginia Real Estate Licensee may be upon me by means of delivery of that process to the West Virginia Secretary of State, if the plaintiff, in the exercise of due diligence, cannot effect personal service upon me. I agree that such service shall be taken and held in all courts to be valid and binding as if personal service has been made upon me.

Print Name of Applicant _____

Signature of Applicant _____

State of _____

County of _____

I, _____, a notary public in and for the above-name county and state, do certify that _____, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this _____ day of _____, _____.

My commission expires _____

Notary public _____

SEAL